

City of Sunnyvale
SUMMARY WORKSHEET
2005 Proposed Study Issues

DEPARTMENT OF LIBRARIES

Item #	Study Issue Title	Hours (Includes hours from departments and consultants)	OCA Hours	Staff Recommendation				B/C Rankings (Identify name of B/C below)				
				For Study	No Rec.	Defer	Against	Library				
CONTINUING ITEMS												
LIB – 1C	Assess Future Library Facility Needs	416		X								
NEW ITEMS												
LIB-1	Analysis of Children's material funding	50			X				1			
DEFERRED/BELOW THE LINE IN 2004												

**PROPOSED COUNCIL STUDY ISSUE
FOR "CONTINUING" ITEMS**

For Calendar Year: 2005

Issue: Assess Future Library Facility Needs

Lead Department: Libraries

General Plan Element or Sub-Element: 6.2

1. What are the key elements of the issue?

During Fiscal Year 2002/2003, Council considered and approved a project to assess Future Library Facility Needs. During subsequent project budget meetings, this project was not funded. The Board of Library Trustees believes it is critical to implement this study. Another study issue to assess space needs was proposed and approved by Council for 2004.

On January 13, 2004 the Council took action on the 2004 Council Study Calendar and Study Priorities List and Budget Modification 24. This action altered the phasing of the 2004 issue. Due to limitations of the fiscal situation, project phasing was changed from two to three phases. The three phases are I. Facility Overview; II. Needs Assessment and III. Building Plan. This study issue would complete Phase I, and going forward with future phases would require approval and funding by Council.

City Council review of Phase I of the Assessment of Future Library Facility Needs was not scheduled in 2004, and it is proposed to carry this forward into 2005 for Council review.

The library space problems identified in both the 2002 and 2004 proposed study issues continue to impact library services.

- A 1992 Space Needs and Utilization Report for the Sunnyvale Public Library pointed out that the existing facility is designed to serve a maximum population of 114,000.
- Recommendations in the Space Needs and Utilization Report identified ways to make full use of the facility. Many of these recommendations were accomplished in the 1998 Library Space Optimization Project.
- Use of the library has increased. Between Summer 1999 (after the completion of 1998 Space Optimization) and Summer 2004, library circulation has increased 46.7% and the number of visitors to the facility has increased 29.4%.
- Library user expectations are evolving and there is need for enhanced computer resources, areas for both quiet and conversational study and better access to library materials.

Recent signature of SB1161 by the Government ensures that the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2006, which authorizes \$600 million of state general obligation bond funds to construct and improve public library facilities, will be placed on the June 2006 ballot. If approved by the voters, a portion of these funds would be awarded to new applicants through a highly competitive statewide application process. It is currently estimated that this portion would be \$300 million. Grant awards would be made on a 65% state grant payment to 35% local matching funds basis for public library construction in California cities, counties and library districts. The first application for new funds would be in 2007 or 2008. Research completed in Phases I and II would provide necessary background for an application.

PHASE I Facility Overview (Complete in April 2005)

Report to Council underway for carryover into early 2005 Council agenda calendar.

- A) Library identifies services and collections and technology applications that cannot be provided effectively due to space considerations.
- B) Preliminary consideration of the ability of existing building systems to support current and future services.
- C) Preliminary consideration of telecommunications, data cable, wireless use and other technology systems to support current and future services.
- D) Comparison of the library building to national and state standards and to surrounding communities.
- E) Overview of funding options for library facilities.
- F) Development of a budget for Phase II.

PHASE II Needs Assessment (May 2005 – June 2006 pending Council approval)

Requires Council approval and funding through approval of Phase I Report to Council.

- A) Library Facility Needs Assessment in the community including Telephone Survey.
- B) Formal Sunnyvale Library Space Needs Analysis. Includes assessment of the use of existing space; determination if future services/collections can be integrated into the existing facility; full assessment of structure, mechanical, electrical and acoustic building systems and their ability to support library services currently and in the future; full assessment of telecommunications and technology systems and their ability to support library services currently and in the future; full assessment of library building ADA, security, parking and access issues. This Space Needs Analysis would include recommendations for addressing space and infrastructure issues.
- C) Development of Conceptual Alternatives. This stage would include an evaluation of how library priorities fit with long-range City space plan options and also consideration of partnerships and adjacencies and multi-use

opportunities for future library services. Analyses would be provided for building expansion, reorganization, branch/satellite facilities or a new building. Recommended appropriateness of these alternatives would be provided along with cost estimates and timeframes for each alternative.

D) Development of a Budget for Phase III.

PHASE III Building Plan (July 2006 – June 2007 pending Council approval)
Implementation dependent on Council approval and funding of Phase II.

A) Architectural Feasibility Study of Selected Option(s)

B) Library Building Program

C) Prepare a project financing plan

2. **Current Status: Approved, but not scheduled in 2004 – propose continuation in 2005**

3. **Estimated work hours for the calendar year (use 5 or 8-hour increments)**

(a) Estimated work hours from the lead department 240

(b) Estimated work hours from consultant(s): 48

Identify source of funding and estimated cost of consultant hours:

Estimated consultant costs for Phase I are \$10,000 from Public Library Foundation Funds. Approved in "2004 Council Study Calendar and Study Issues Priority List and Budget Modification 24" on January 13, 2004.

(c) Estimated work hours from the City Attorney's Office: 0

(d) Estimated work hours from Finance:

(e) Estimated work hours from other department(s). Please list below:

Department(s): Community Development 16

Department(s): Parks and Recreation 24

Department(s): Public Works 40

Department(s): Finance 24

Department(s): Information Technology 24

Total Estimated Hours: 416

Reviewed by



Department Director

11/4/04

Date

Approved by



City Manager

11/9/04

Date

PROPOSED COUNCIL STUDY ISSUEFor Calendar Year: 2005New X

Previous Year (below line/defer) _____

Issue: Analysis of Children's Materials FundingLead Department: LibraryGeneral Plan Element or Sub-Element: Library**1. What are the key elements of the issue? What precipitated it?**

During the budget proceedings for FY 04-05, the Board of Library Trustees paid close attention to the high level of support expressed by the City Council for children's materials. However, even though the importance of having adequate children's materials was stressed, it was necessary to remove \$40,000 from the operating budget. Staff was directed to use Public Library Foundation funds to make up the difference. The children's budget has traditionally been supplemented with PLF money and therefore, this short-term solution will more quickly exhaust this finite source of funds. The removal of the \$40,000 puts the children's budget back to its FY 01-02 level. At the time, this amount was found to be inadequate to meet the needs of the children of Sunnyvale and prompted an analysis comparing the children's materials budget to libraries of roughly the same size. Sunnyvale's per capita spending was the lowest of all the libraries surveyed.

The Board of Library Trustees believes that it is critical that adequate funding is provided for children's materials. The use of these materials has increased steadily over the last decade as indicated by the high turnover rate and circulation. This growth is expected to continue. At the same time, the decreased funding for school libraries has made the public library one of the few resources available for Sunnyvale families to find adequate materials to support the academic and leisure reading needs for their children. The Board has requested that the library undertake another study that would provide an in-depth survey of children's materials funding. Such a study would entail looking at library use and materials allocations of similar libraries. It would also include a historical segment on how expenditures, borrowing, and turnover rates for children's materials have changed over the last decade.

2. How does this relate to the General Plan or existing City Policy?

The following goals, policies and action statements were taken from the Library Subelement approved by the City Council on April 8, 2003.

Goal 6.2A Provide a broad and diverse collection of books and other library materials to meet the varied interests and needs of the community.

Policy 6.2A.2 Give high priority to the collection of materials for children and their parents, teachers and care givers.

Action statements:

6.2A.2a Select multiple copies of most wanted titles for children.

6.2A.2b Promote childhood literacy

6.2A.2c Provide materials about non-fiction subjects at multiple reading levels to meet the changing needs of children who are learning English as a second language.

6.2A.2d Keep the children's collection attractive, up-to-date and representative of the best in children's literature by replacing worn and dated materials with new items.

6.2A.2e Support the efforts of parents and caregivers to find children's materials.

Policy 6.2A.4 Give high priority to providing educational support for library users.

Action statements:

6.2A.4a Provide materials and services for students in formal education programs.

3. Origin of issue:

Council Member(s):

General Plan:

City Staff:

Board or Commission (identify name of the advisory body from the list below):

Board of Library Trustees

(Arts, Building of Code Appeals, BPAC, Child Care, Heritage, Housing and Human Services, Library, Parks and Recreation, Personnel and Planning)

Board or Commission ranked this study issue 1 **of** 1

Board or Commission ranking comments:

4. Multiple Year Project? Yes ___ No ☒ Expected Year Completed 2005

5. Estimated work hours for completion of the study issue (use 5 or 8-hour increments):

(a) Estimated work hours from the lead department 50

(b) Estimated work hours from consultant(s) if applicable: _____

(c) Estimated work hours from the City Attorney's Office: _____

(d) Estimated work hours from Finance: _____

(e) Estimated work hours from other department(s): _____

Department: _____

Department: _____

Department: _____

Total Estimated Hours: 50

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan? Yes ___ No ☒

(b) Does this issue require review by a Board/Commission? If so, please list below: Yes ___ No ___
X

Board of Library Trustees

(c) Is a Council Study Session anticipated? Yes ☒ No ___

(d) What is the public participation process?

The draft report will be presented at a public meeting of the Board of Library Trustees where public comments are welcomed. Information concerning this issue will be available in the library as well.

7. Cost of Study: Please mark appropriate item below.

☒ Costs covered in operating budget – Programs 636 and 637

___ Costs covered by project - <project name>

___ Budget modification needed for study - <\$ Amount>

Explain below what the additional funding will be used for:

8. Potential fiscal impact to implement recommendations in the Study approved by Council, if any:

Mark a range for the items below:	\$500 or none	\$50K or less	\$51K - \$100K	\$101K - \$500K	\$501K or more
Capital expenditure range					
Operating expenditure range		X			
New revenues/savings range					

Explain impact briefly: Based on data that is several years old, it is anticipated that the operation budget should be increased back to its FY03-04 level.

9. Staff Recommendation for this calendar year:

“For” Study ___ Explain:

“Against” Study ___ Explain. If staff suggests that this study should not be considered again in the future or deferred at this time, please include this in your explanation:

No Recommendation X

Note: If staff's recommendation is “for study” or “against study”, the Director should note the relative importance of this Study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by


Department Director

11/4/04
Date

Approved by


City Manager

11/9/04
Date